

Reserve

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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Research Administration
Bureau of Agricultural and Industrial Chemistry
Washington 25, D. C.

November 1, 1950

BUREAU MEMORANDUM 423

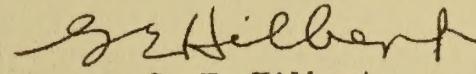
Bureau Policy with Respect to Procurement Planning
TO DIRECTORS OF REGIONAL RESEARCH LABORATORIES

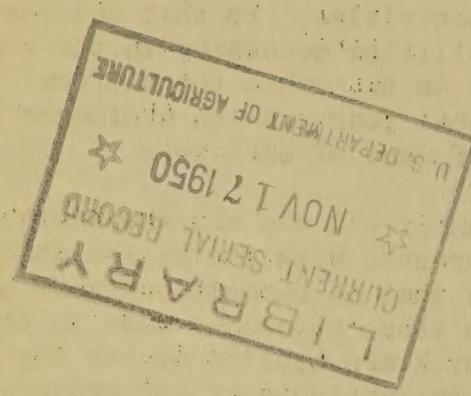
In order that there may be a complete understanding and full appreciation of the position of this Bureau with respect to the planning of our procurement program so that it may be carried out in a systematic and logical manner it is the purpose of this memorandum to set forth the principles which shall govern this area of our operations.

On numerous occasions in the past the attention of all responsible officers of the Bureau has been directed to the fact that it is our intention to comply fully with the Department Regulations and to the letter and spirit of those laws which govern our procurement activities. To that end the purchase of the supplies, equipment, and facilities necessary in the conduct of the Bureau's program should be so planned as to enable the uniform distribution of purchases throughout the fiscal year and the avoidance of all but emergency purchases after the 15th of June of each year.

I am confident that it has been the intention of all who are responsible for our purchasing activities to act in accordance with the policy stated above. Furthermore, there is ample evidence that an earnest endeavor has been made to apply the same tests of need to those purchases made in the closing weeks and months of a fiscal year which are applied at the beginning of the year. Unfortunately, a statistical analysis of our procurement operations does not indicate that the Bureau has been successful in achieving the standards which it so firmly endorses. I feel that the record does not represent either the spirit or concern with which we view this problem and, hence, in a sense, presents a picture of the Bureau which is untrue. Nevertheless, it is obvious that a renewed and greater effort must be made during this and each succeeding fiscal year to improve that record and I am bringing this matter to your attention at this time so that effective action may be taken to insure a substantial improvement in our procurement during fiscal year 1951.

I ask that each Director, with the assistance of and in consultation with the Business Manager, develop, initiate and obtain adherence to a program for the orderly and systematic procurement of those materials and items which will be required in the research being carried out in his region. I shall be very much interested in these programs as they are established and request that copies be furnished for the information and use of this office.


G. E. Hilbert
Chief of Bureau



U. S. DEPARTMENT OF AGRICULTURE